

**SITE PLAN REVIEW REGULATIONS
TOWN OF ALTON, NEW HAMPSHIRE**

| | | |
|------------|-------------------------------------|----------|
| 1. | AUTHORITY | 2 |
| 2. | TITLE | 2 |
| 3. | PURPOSE | 2 |
| 4. | DEFINITIONS | 2 |
| 5. | JUSIDITION | 2 |
| 6. | PRE-APPLICATION DISCUSSION | 2 |
| 7. | FORMAL APPLICATION | 3 |
| 8. | GENERAL REQUIREMENTS | 4 |
| 9. | REVIEW PROCEDURE | 5 |
| 10. | ON SITE INSPECTION | 5 |
| 11. | PROFESSIONAL SRVICES | 5 |
| 12. | PERFORMANCE BOND | 5 |
| 13. | STATUTE OF LIMITATIONS | 5 |
| 14. | ADMINISTRATIVE PROCEDURE | 5 |
| 15. | CONCURRENT AND JOINT HEARING | 6 |
| 16. | WAIVER PROCEDURE | 6 |
| 17. | AMENDMENTS | 6 |
| 18. | SEPARABILITY | 6 |

TOWN OF ALTON, NEW HAMPSHIRE

1. AUTHORITY

Pursuant to the authority voted by the Town of Alton to the Planning Board in accordance with the provisions of RSA 674:43, the Planning Board adopts the following regulations governing the review of tracts for nonresidential uses, or for multi-family dwelling units, in all zones where permitted for either new construction or renovation or conversion of existing property.

2. TITLE

These regulations shall be known and cited as Site Plan Review Regulations, Town of Alton, New Hampshire.

3. PURPOSE

The purpose of these regulations is to provide a procedure and standards for Planning Board review site plans for nonresidential uses or multi-family dwelling units. The standards set forth in these regulations shall provide for the health and safety of the residents of the community and shall follow the master plan of the Town of Alton.

4. DEFINITIONS

- a. Site Plan means an accurately scaled diagram showing boundaries of land under consideration and to include natural features and the outline of existing or proposed structures on the site.
- b. See section 4: Definitions – Town of Alton Subdivision Regulations as amended and Alton Zoning Ordinance Article 500 for further definitions.

5. JURISDICTION

The applicant(s) must comply with all applicable sections of the Town of Alton Zoning Ordinance and Subdivision Regulations as amended as well as these regulations and any other applicable ordinance, code or covenant in effect in the Town of Alton and the State of New Hampshire. In case of conflict, the more restrictive provision shall prevail.

6. PREAPPLICATION DISCUSSION

Prior to application, the applicant(s) shall appear by appointment at a meeting of the Planning Board and submit a plan for discussion of the general outline proposal. The purpose of such a meeting is to provide guidance as to the requirements for approval and shall not bind either the applicant(s) or the Planning Board.

7. FORMAL APPLICATION

SITE PLAN REVIEW REGULATIONS

Applicant(s) shall file with the Planning Board a formal application (which shall be furnished by the Chairman or Secretary of the Board upon request) to comply with the submission deadline as published in the Planning Board's 2005 Meeting Schedule.

For a complete application, applicant(s) shall at this time furnish the following:

- a. Required fee (see attached) together with postage costs to cover required notices;
- b. List of names and addresses of all abutters;
- c. Five copies of site plan of existing data and information;
- d. Five copies of site plan of proposed plan and information;
- e. Copies of any other plan and documents that may be required;
- f. All legal instruments, deeds, easements, etc. needed to obtain approval.

A. Existing Data and Information

All applicable regulations of the Town of Alton Zoning Ordinance and Subdivision Regulations Section 7 shall apply, presenting only existing data. In addition, the site plan detail shall specifically show:

1. Shape, size, height and location of all existing structures;
2. Natural features and existing structures within 200' of site;
3. Use of abutting properties identified with approximate location of structures thereon including access roads, wells and septic systems;
4. Location of all existing public and private utilities including any within 100' of site which connection is planned.

B. Proposed Plan and Information

All applicable regulations of the Town of Alton Zoning Ordinance and Subdivision Regulations Section 8 shall apply. In addition, the site plan detail shall specifically show:

1. Shape, size, height and location of all proposed structures including expansion of existing buildings;
2. Proposed parking area provision for emergency and service vehicles;
3. Loading areas and facilities associated with structure on site;
4. Provision for emergency and service access;
5. Size and location of all proposed public and private utilities;
6. Direction of travel for one-way streets and inside radii of all curves, width of streets and sidewalks and circulation, both vehicular and pedestrian,

SITE PLAN REVIEW REGULATIONS

shall be designed to ensure safety on site;

7. Exterior lighting plan and proposed signs to be located on site;
8. Storm drainage plan (designed for 10-year flood demand) and including plans for retention and slow release of storm water when necessary;
9. Provisions for snow removal or on site storage;
10. Location, access and size of any proposed recreational space for common use;
11. Location, type and size of all proposed landscaping and screening. Where adjacent land use dictates, proper screening and buffer zones shall be required.

Existing and proposed plans shall include three copies of each set at a scale of not more than 50'=1" and sheet size to be 22" x 34" with separate sheets numbered and showing relationship to each other.

8. GENERAL REQUIREMENTS

All applicable regulations of the Town of Alton Subdivision Regulations Section 9 shall apply. In addition:

- a. Site preparation and restoration to be conducted with minimum disturbance to existing vegetation. Stripped topsoil shall be stock-piled and reused on site where needed. A minimum of four inches of topsoil is to be placed on the disturbed areas. Engineering plans must be consistent with standards and practices outlined in Erosion and Sediment Control Design Handbook for developing Areas in NH prepared by USDA, SCS.
- b. Grading and filling shall be conducted to minimize the alteration of surface and subsurface drainage to, toward or across abutting properties.
- c. The Planning Board may require design features of the plan to conform to standards of Life Safety Code 101 and any other requirements of the Alton Fire Department deemed necessary for the performance of its duties. This shall require signed approval from the chief of the Alton Fire Department or his deputy.
- d. The Planning Board may require such additional information it deems necessary.

9. REVIEW PROCEDURE

When an application is determined to be complete it shall be accepted at the next regular meeting of the Planning Board and shall be placed on the agenda within

SITE PLAN REVIEW REGULATIONS

thirty days.

The Planning Board shall act to approve or disapprove within ninety days of acceptance of completed application. In case of disapproval of any site plan submitted, the grounds shall be adequately stated in the records of the Planning Board and the applicant(s) notified by mail. Applicant(s) may waive this ninety day requirement and request an extension of time.

10. ON SITE INSPECTION

At any time in the approval process the Planning Board may require an on site inspection of the property under consideration.

11. PROFESSIONAL SERVICES

When, in the judgment of the Planning Board, professional services are required to evaluate a site plan, the expense of these services shall be borne by the applicant(s) in accordance with Section 6:5 of the Town of Alton Subdivision Regulations.

12. PERFORMANCE BOND

The Planning Board may require a performance bond in an amount approved by the Board in accordance with Town of Alton Subdivision Regulations Section 8.

13. STATUTE OF LIMITATIONS

Planning Board approval of a site plan shall be valid for one year from date of approval. If not substantially acted upon within a one year period. The approval shall automatically become null and void.

14. ADMINISTRATIVE PROCEDURE

Before taking action on a site plan application, the Planning Board shall hold a hearing thereon. Applicant(s) and abutters shall be notified of time and place of such hearing by certified mail, return receipt requested, not less than ten days prior to date set for hearing.

If a public hearing is deemed necessary by the Planning Board, notice shall also be advertised in a newspaper of general circulation not less than ten days prior to date fixed for hearing. Such notice shall state time and place of hearing and a brief description of location of site and proposed use in accordance with RSA: 675:7. The cost of any such required publication or posting of notice and all other required notices shall be paid by the applicant(s) prior to the hearing.

15. CONCURRENT AND JOINT HEARING

The Planning Board may hold a hearing on site plan review in conjunction with a

SITE PLAN REVIEW REGULATIONS

subdivision hearing if both are required for a project. A hearing for site plan review may be held at the time and place that a hearing for a special exception is held for the project by the Board of Adjustment.

16. WAIVER PROCEDURE

When special circumstances exist where strict conformity with any specific requirements of these regulations would cause undue hardship or injustice to the applicant(s), the Planning Board may waive or modify such specific requirements and require only such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements of these regulations.

17. AMENDMENTS

These regulations may be amended or rescinded by the Planning Board, but only following public hearing on the proposed change(s). the chairman or Secretary of the Board shall transmit a record of change(s) so authorized to the Town Clerk and to the Registry of Deeds of Belknap County.

18. SEPARABILITY

If any article, section, subsection, clause or phrase of these regulations shall for any reason be found null and void, such finding shall apply only to such article, section, subsection, clause or phrase, and the remainder of the regulations shall remain in full force and effect.